

**राज्यात ४९ ठिकाणी जिल्हा पारपत्र अर्ज
स्विकारणी केंद्रे सुरु करण्याबाबत.**

महाराष्ट्र शासन

गृह विभाग

**शासन निर्णय क्रमांक :- एमआयएस २००१/५५०/२०६/ विदेशी-२,
दि.२५ फेब्रुवारी, २००२**

**पहा - १) भारत सरकार, विदेश मंत्रालय यांचे पत्र क्रं.VIII/८८७/२/२००१,
दि.१ जानेवारी २००२**

प्रस्तावना :- भारत सरकारने नियुक्त केलेल्या पारपत्र आढावा समितीने भारत सरकारला केलेल्या शिफारशीच्या संदर्भात केंद्र शासनाने जनतेच्या सोईसाठी जिल्हास्तरावर पारपत्र अर्ज स्विकारणी केंद्रे उघडण्याची शिफारस केली आहे. त्यानुसार पोलीस अधिक्षक व पोलीस उपआयुक्त यांच्या कार्यालयात अशी केंद्रे सुरु करण्याचा प्रस्ताव शासनाच्या विचाराधीन होता.

शासन निर्णय :- भारत सरकारच्या विदेश मंत्रालयाने सुचविल्यानुसार मुंबई वगळता राज्यात ४९ ठिकाणी जिल्हा पारपत्र अर्ज स्विकारणी केंद्र सुरु करण्याचा निर्णय घेतलेला आहे. या ४९ केंद्रांची यादी परिशिष्ट अ मध्ये जोडली आहे. ही केंद्रे जिल्हा पोलीस अधिक्षक यांच्या परिक्षेत्रात विदेशी नागरिक नोंदणी अधिकारी म्हणून कार्य करणा-या पोलीस अधिक्षक यांच्या कार्यालयात राहिल. पोलीस आयुक्तालयाच्या परिक्षेत्रात विदेशी नागरिक नोंदणी अधिकारी म्हणून कार्य करणा-या पोलीस उपआयुक्त, विशेष शाखा/मुख्यालय (विदेशी नागरिक नोंदणी अधिकारी) यांच्या नियंत्रणाखाली पोलीस आयुक्तालय क्षेत्रासाठी सुरु करण्यात येतील. या केंद्राचे प्रत्यक्ष अर्ज स्विकारणीचे काम दि.१ एप्रिल, २००२ पासून सुरु करण्यात येईल. शासकीय कामाच्या दिवशी सकाळी १०.३० ते दुपारी १.३० या कालावधीत अर्ज स्विकारण्यात येतील.

१) मार्गदर्शन व संनियंत्रण -

राज्यात ४९ पारपत्र अर्ज स्विकारणी केंद्रे उघडण्याच्या निर्णयाप्रमाणे कार्यवाही करण्यासाठी पोलीस उपमहानिरीक्षक (कायदा व सुव्यवस्था), महाराष्ट्र राज्य, मुंबई हे राज्य स्तरावरील मुख्य संपर्क अधिकारी असतील. तसेच उपआयुक्त (सुरक्षा), राज्य गुप्तदार्ता विभाग, महाराष्ट्र राज्य, मुंबई हे सहाय्यक संपर्क अधिकारी म्हणून काम करतील. या ४९ केंद्रांवर कोरे पारपत्र अर्ज विक्री करणे व पूर्ण भरलेले

... २/-

पारपत्र अर्ज तपासून स्विकारणे, पोलीस पडताळणीसाठी संबंधीत पोलीस ठाण्यात पाठविणे व संपूर्ण पोलीस पडताळणीनंतर संबंधीत पारपत्र कार्यालयास पाठविण्याची कामे केली जातील. अशा प्रत्येक केंद्रात सहाय्यक पोलीस निरीक्षक/पोलीस उपनिरीक्षक दर्जाचा अधिकारी त्या केंद्राचा संपर्क अधिकारी म्हणून राहिल.

२) अधिकारी व कर्मचारीवर्ग -

सध्या कोणत्याही केंद्रावर अतिरिक्त कर्मचारीवर्ग देण्यात येणार नसून उपलब्ध कर्मचा-यांमधून ही कामे करावयाची आहेत. जिल्हा पारपत्र केंद्रावरील अधिकारी/कर्मचारी यांची नावे व हुद्दा पारपत्र कार्यालयास कळवावे व कमीतकमी एक वर्ष त्यांना त्याच पदावर ठेवावे.

३) प्रशिक्षण -

अशा केंद्रावरील कर्मचा-याना पुरेसे प्रशिक्षण व मार्गदर्शन पुस्तके केंद्र शासनाच्या संबंधीत पारपत्र कार्यालयाकडून दिले जातील. राज्यातील संपर्क अधिकारी पोलीस उपमहानिरीक्षक (कायदा व सुव्यवस्था), महाराष्ट्र राज्य, मुंबई व उपआयुक्त (सुरक्षा), राज्य गुप्तवार्ता विभाग, महाराष्ट्र राज्य, मुंबई, सहाय्यक संपर्क अधिकारी हे संबंधीत पारपत्र कार्यालयाशी संपर्क साधून प्रत्येक केंद्रातील प्रशिक्षणार्थी कर्मचा-यांची नावे, हुद्दा, प्रशिक्षणाचे ठिकाण, वेळापत्रक इत्यादी ठरवतील.

४) अर्जाची छपाई व विक्री -

पोलीस महासंचालक कार्यालयाने पारपत्र कार्यालयाने विहित केलेल्या नमुन्यातील पारपत्र अर्ज व पावतीपुस्तके केंद्र शासनाने मान्यता दिलेल्या खाजगी मुद्रणालयातून छपाई करून घेऊन सर्व जिल्हा पारपत्र केंद्रांना त्यांच्या मागणीप्रमाणे पुरविण्यात यावे. या केंद्रावर कोरे पारपत्र अर्ज, पारपत्र कार्यालयाने विक्रीस ठेवलेल्या किमतीत विक्री करावी. त्याची अर्जदारास पावती देण्याची आवश्यकता नाही. तथापि, ही रक्कम जमा करणे, त्याचा हिशोब ठेवणे, विनियोग करणे इत्यादीबाबतच्या कार्यपध्दतीबाबत स्वतंत्रपणे सूचना निर्गमित करण्यात येतील.

५) कार्यपध्दती -

(अ) या केंद्रावर कोरे पारपत्र अर्ज विक्री करणे व पूर्ण भरलेले पारपत्र अर्ज तपासून स्विकारणे, ते पोलीस पडताळणीसाठी संबंधीत पोलीस ठाण्यात पाठविणे व संपूर्ण पोलीस पडताळणीनंतर संबंधीत पारपत्र कार्यालयास सदर अर्ज पाठविण्याची कामे केली जातील.

(ब) अर्ज तपासणे व स्विकारणे - पारपत्र अर्ज स्विकारणी केंद्रावर केवळ पूर्ण भरलेले नवीन अथवा पारपत्र नूतनीकरणाचेच पारपत्र अर्ज स्विकारण्यात यावेत. सध्या नवीन सर्वसाधारण पारपत्रासाठी व नूतनीकरणाचे अर्ज घ्यावेत. इतर पारपत्राचे अर्ज जसे तात्काळ सेवेचे अर्ज, नांव बदल (Change of name) इत्यादीचे अर्ज घेण्यात येऊ नये. ते सरळ पारपत्र कार्यालयात देण्यास सांगावे. पोस्टाने आलेले अर्ज जिल्हा पारपत्र केंद्रावर स्विकारण्यात येऊ नये. या केंद्रावर दिलेल्या प्रत्येक अर्जाची तपासणी केंद्र शासनाने दिलेल्या यादीनुसार करण्यात यावी. अर्जासोबत दिलेले स्वतंत्र कागदपत्रे स्विकारण्यात येऊन, मूळ कागदपत्रानुसार सत्यप्रती तपासून, अर्जदारांना मूळ कागदपत्रे त्याच वेळी परत करण्यात यावेत. मूळ कागदपत्र तपासल्याबद्दल तपासणी अधिका-याने स्वाक्षरी करावी. मूळ कागदपत्रे तपासणे व त्याच्या योग्यता पडताळणीबाबत अधिका-यांची जबाबदारी संपर्क अधिका-यांनी निश्चित करावी.

(क) शुल्क व पावती - केंद्र शासनाने विहीत केलेले पारपत्र शुल्क हे क्षेत्रिय पारपत्र अधिकारी (Regional Passport Officer) यांच्या नावाने काढलेले रेखांकित (Account payee) डिमांड ड्राफ्टद्वारे स्विकारण्यात यावेत (रोख/पोस्टल ऑर्डर स्वरूपात घेऊ नये) व पूर्ण भरलेला अर्ज पारपत्र फीसह स्विकारल्यानंतरच त्याची विहीत नमुन्यातील पावती अर्जदारास द्यावी. पावतीवर अर्जाचा संगणक क्रमांक देण्यात यावा. यासाठी प्रत्येक जिल्हा केंद्रासाठी संबंधीत पारपत्र कार्यालयाकडून निश्चित केलेले स्वतंत्र असे सहा डिजीटसचे अल्फाबेटीक कोड देण्यात यावेत. यासाठी संबंधीत पारपत्र अधिकारी व पोलीस महासंचालक यांनी एकत्रित निर्णय घ्यावा. पावतीपुस्तके (४ प्रतीमध्ये) खालीलप्रमाणे असावे. (नमुना परिशिष्ट-ब)

i) १ प्रत अर्जदारास द्यावी.

ii) १ प्रत अर्जासोबत लावावी.

iii) १ प्रत वैयक्तिक माहितीच्या फॉर्मला लावावी.

iv) १ प्रत जिल्हा पारपत्र केंद्राकडेच (Counter Receipt) ठेवावी.

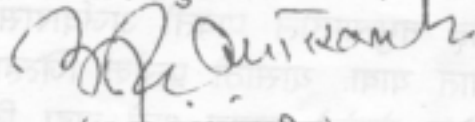
(ड) पडताळणी - वैयक्तिक माहितीचा फॉर्म (पावतीसह) मूळ अर्जापासून वेगळा करावा व नेहमीप्रमाणे पोलीस पडताळणीसाठी पाठवावा. मूळ अर्ज, पावती व घनादेशासह पारपत्र कार्यालयास पाठवावा. स्विकारलेले अर्ज जिल्हा पारपत्र केंद्रावर जास्त दिवस ठेवण्यात येऊ नये. कोणत्याही परिस्थितीत ते स्विकारल्याच्या दिनांकापासून २ आठवड्यांच्या आत पारपत्र केंद्रांना देणे आवश्यक आहे.

(इ) हिशेब व लेखापरिक्षण - सदर केंद्रात पूर्ण भरलेले अर्ज स्विकारून पडताळणीनंतर पारपत्र कार्यालयास पाठवितांना त्याचा त्रैमासिक व वार्षिक हिशेब

प्रत्येक केंद्राने पोलीस महासंचालक कार्यालयातील संपर्क अधिका-यांना पाठवावा. राज्य स्तरावरील संपर्क अधिका-याने त्रैमासिक व वार्षिक माहिती दोन प्रतीत पारपत्र कार्यालयाकडे प्रत्येक पारपत्र अर्जासाठी रु.२००/- याप्रमाणे सेवाशुल्क प्रतिपूर्तीसाठी पाठवावी. तसेच केंद्र शासनाच्या क्षेत्रीय पारपत्र कार्यालयाकडून प्रतिपूर्तीची रक्कम धनादेशाद्वारे राज्य स्तरावरील संपर्क अधिकारी यांचे नावे देण्यात येईल. राज्य स्तरावरील संपर्क अधिकारी यांनी ते धनादेश कोणत्या खात्यामध्ये जमा करावेत याबाबतचे अदेश स्वतंत्रपणे निर्गमित करण्यात येत आहेत.

याशिवाय केंद्र शासनाकडून प्राप्त झालेली पोलीस पडताळणी इत्यादीच्या कार्यपद्धतीची माहिती यासोबत परिशिष्ट-क मध्ये जोडली आहे. सदर जिल्हा पारपत्र केंद्राबाबत पुरेशी प्रसिध्दी देण्यात यावी. राज्य स्तरावरील संपर्क अधिकारी म्हणून पोलीस उपमहासंचालक (कायदा व सुव्यवस्था), महाराष्ट्र राज्य, मुंबई यांनी वेळोवेळी या ४९ जिल्हा पारपत्र अर्ज स्विकारणी केंद्रांना आवश्यक त्या सूचना व मार्गदर्शन करावे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,



(अ.वी.कारखानीस)

सहसचिव, गृह विभाग, महाराष्ट्र शासन

प्रत :-

१. महासंचालक व पोलीस महानिरीक्षक, महाराष्ट्र राज्य, मुंबई.
२. पोलीस आयुक्त, बृहन्मुंबई.
३. पोलीस उपमहानिरीक्षक (कायदा व सुव्यवस्था), महाराष्ट्र राज्य, मुंबई
४. आयुक्त, राज्य गुप्तवार्ता विभाग, महाराष्ट्र राज्य, मुंबई.
५. उप आयुक्त, राज्य गुप्तवार्ता विभाग, महाराष्ट्र राज्य, मुंबई.
६. क्षेत्रीय पारपत्र अधिकारी, मुंबई.
७. पारपत्र अधिकारी, ठाणे / पुणे / नागपूर / औरंगाबाद.
८. सर्व पोलीस आयुक्तालये,
९. सर्व पोलीस अधिक्षक कार्यालये
१०. सचिव, माहिती व जनसंपर्क संचालनालय, महाराष्ट्र राज्य, मुंबई.
११. कक्ष अधिकारी, आस्थापना-४, गृह विभाग, मंत्रालय, मुंबई-३२.

प्रस्तावित पारपत्र अर्ज स्विकारणी केंद्रांची यादी-

जिल्हा केंद्रे	नियंत्रण अधिकारी
१. ठाणे शहर	पोलीस उपायुक्त (विशेष शाखा)
२. पुणे शहर	पोलीस उपायुक्त (विशेष शाखा)
३. नागपूर शहर	पोलीस उपायुक्त (विशेष शाखा)
४. नवी मुंबई शहर	पोलीस उपायुक्त (मुख्यालय)
५. औरंगाबाद शहर	पोलीस उपायुक्त (मुख्यालय)
६. अमरावती शहर	पोलीस उपायुक्त (मुख्यालय)
७. सोलापूर शहर	पोलीस उपायुक्त (मुख्यालय)
८. नाशिक शहर	पोलीस उपायुक्त (मुख्यालय)
९. ठाणे ग्रामीण	पोलीस अधिक्षक
१०. पुणे ग्रामीण	पोलीस अधिक्षक
११. नागपूर ग्रामीण	पोलीस अधिक्षक
१२. औरंगाबाद ग्रामीण	पोलीस अधिक्षक
१३. अमरावती ग्रामीण	पोलीस अधिक्षक
१४. सोलापूर ग्रामीण	पोलीस अधिक्षक
१५. नाशिक ग्रामीण	पोलीस अधिक्षक
१६. रायगड	पोलीस अधिक्षक
१७. रत्नागिरी	पोलीस अधिक्षक
१८. सिंधुदुर्ग	पोलीस अधिक्षक
१९. घुळे	पोलीस अधिक्षक
२०. नंदुरबार	पोलीस अधिक्षक
२१. जळगाव	पोलीस अधिक्षक
२२. अहमदनगर	पोलीस अधिक्षक
२३. सातारा	पोलीस अधिक्षक
२४. सांगली	पोलीस अधिक्षक
२५. कोल्हापूर	पोलीस अधिक्षक
२६. जालना	पोलीस अधिक्षक
२७. परभणी	पोलीस अधिक्षक
२८. हिंगोली	पोलीस अधिक्षक
२९. बीड	पोलीस अधिक्षक
३०. नांदेड	पोलीस अधिक्षक
३१. उस्मानाबाद	पोलीस अधिक्षक
३२. लातूर	पोलीस अधिक्षक
३३. बुलढाणा	पोलीस अधिक्षक
३४. अकोला	पोलीस अधिक्षक
३५. वाशिम	पोलीस अधिक्षक
३६. यवतमाळ	पोलीस अधिक्षक
३७. वर्धा	पोलीस अधिक्षक
३८. भंडारा	पोलीस अधिक्षक
३९. गोंदिया	पोलीस अधिक्षक
४०. चंद्रपूर	पोलीस अधिक्षक
४१. गडचिरोली	पोलीस अधिक्षक

District Passport Application Collection Centre ..
Acknowledgement cum ~~Fee~~ Receipt for acceptance of ~~Pass~~port Application

File No. :

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Name : Date :

Amount Paid : Rs. Draft No. :
 Issuing Bank : Date of Draft :

(Name of applicant to be written on the back of DD)

Signature of Official

- Note : (a) For **all** future enquiries contact : Passport Officer
- (b) ~~For tele-enquiry dial~~ (..... ~~Tele-enquiry numbers to be printed~~) and replace Z with 90 to get ~~the~~ key number.
- (c) ~~For web enquiry log in to~~ www.passport.nic.in and follow the instructions and ~~then~~ click status.

CHECK LIST OF SUPPORTING DOCUMENTS

Documents to be attached along with a passport application and checked against original documents

(Original documents to be produced at the time of submission of an application. If an application is filed by a representative with an authority letter as per specimen, photocopies of documents, duly attested by a gazetted officer, are acceptable).

Fresh application**1. Proof of residence**

Two self-attested photocopies either of applicant's ration card or appointment letter of reputed companies on letter head or water tax or telephone bill or electricity bill or running Sank account or Income Tax Assessment order or Election Commission ID Card.

2. Proof of date of birth

Two self-attested photocopies of birth certificate issued by a municipal authority or district office of the Registrar of Births & Deaths, if born after January 26, 1989 or date of birth certificate from the school last attended or affidavit sworn before a magistrate/notary as per specimen in respect of illiterate applicants.

3. An additional set of '**Personal Particulars Form**' for each place of residence with a photograph and two self-attested copies of supporting documents, if an applicant has not continuously stayed at the present address for the last one year.

4. **Seven identical photographs** in black and white or colour-four pasted on the application in the **bbxes** provided, two pasted on page 5 without signatures and one unsigned on the Passport Application Registration Form (PARF).

5. **A demand draft (DD)** payable to the Regional Passport Office or Passport Office concerned for an amount prescribed with full name of applicant and file number on the reverse of the D.D.

6. Two-self-attested photocopies of any one of the following supporting documents if an applicant is eligible for **ECNR** (Emigration Check Not Required) endorsement on a passport.

- Person; going abroad in a managerial capacity in hotels/restaurants, Tea-houses or other places of public resort etc. Possessing specialised degree in these fields.

- All gazetted government servants.

All income-tax payers (including agricultural income-tax payees) in their individual capacity. Proof of assessment to income-tax and actual payment of income-tax for last three years to be insisted upon, and not merely payment of advance tax. However, in most cases, as an assessment order is not issued separately by the Income-tax

department, income-tax return which is stamped by an Income-tax authority can be accepted

- All professional degree holders such as Doctors holding M.B.B.S., degree in ayurved or homeopathy, accredited journalists, engineers, chartered accountants, accountants, company secretaries, advocates, lecturers, teachers, scientists, etc.
- Spouses and dependent children upto the age of 24 years of category of persons listed above.
- All persons who have been staying abroad for more than three years (the period of three years could be either at a stretch or broken), and spouses and children upto the age of 24 years of such persons. An affidavit to this effect is required to be submitted as per specimen.
- Seamen who are in possession of CDC or sea cadets or deck cadets.
 - Who have passed the final examination of three years B.Sc., Nautical Sciences courses at T.S.Chanakya, Mumbai and
 - Who have undergone three months pre-sea training at any of the Government approval training institutes such as T.S.Chanakya, T.S.Rehman, T.S.Jawahar, MTI (SCI) and NIPM, Chennai, after production of identity cards issued by the Shipping Master, Mumbai/Kolkata/Chennai.
- All holders of diplomatic/official passports.
- Dependent children of parents whose passports are classified as ECNR. In the case of such children ECNR classification to be restricted until they attain 24 years of age.
- Persons holding permanent Immigration visa such as the visas of the UK, the USA and Australia.
- Persons holding graduate or higher degrees: (If final certificate is not available, provisional certificate plus mark sheet to be attached).
- Persons holding three years' diploma equivalent to a degree from recognised institutions like polytechnics.
- Nurses possessing qualifications recognised under the Indian Nursing Council Act, 1947.
- All persons above the age of 60 years.
- Persons possessing certificates of vocational training from Government/Government recognised Institutions.

Note : No emigration clearance is required for visiting Bangladesh, Pakistan and all countries in Europe (excluding CIS states), North America, Australia, Japan and New Zealand.

7. In the case of an applicant being a Government or Public Sector or Statutory body employee, "No objection Certificate" in original as per specimen with a self-attested photocopy (its submission is optional) OR two copies of the letter by the applicant to his/her Head of Office informing that he/she is applying for a passport and duly acknowledged by his/her Head of Office.
8. Two self-attested photocopies of husband's passport, if any, or an affidavit (original and one self-attested photocopy) from the husband and wife along with a joint photograph, as per specimen, in the case of change of name due to marriage.
9. Deed/sworn affidavit (original and one self-attested photocopy), as per specimen, and a paper cutting (original and one self-attested photocopy) each of two leading newspapers where change of name has been publicised, in the case of change of name due to other circumstances.
10. Two self-attested photocopies of citizenship document in the case of an applicant who is a citizen of India by registration or naturalisation.

Fresh application for minors

1. **Proof of residence**

Same as for an adult applicant, as detailed above, except that proof of residence of any one of the parents or guardian is acceptable. (self-attestation by any one of the parents or guardian will do).

2. **Proof of date of birth**

Two self-attested photocopies of birth certificate Issued by a municipal authority or district office of the Registrar of Births & Deaths, If born after January 26, 1989 or date of birth certificate from the school last attended or affidavit sworn before a magistrate/notary as per specimen in respect of illiterate applicants.

3. An additional set of 'Personal Particulars Form' for each place of residence with a photograph and two self-attested copies of supporting documents, if an applicant has not continuously stayed at the present address for the last one year.

4. **Seven identical photographs in black and white or colour** - four pasted on the application in the boxes provided, two pasted on page 5 without signatures and one unsigned on the Passport Application Registration Form (PARF).

5. A demand draft (DD) payable to the Regional Passport Office or Passport Office concerned for an amount prescribed with full name of applicant and file number on the reverse of the DD.

6. Two self-attested photocopies of a valid passport, if any, of both parents incorporating their present marital status or two

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self-attested photocopies of a valid passport of any one of the parents.

7. Two self-attested photocopies of **first four** pages and **last four** pages of **passport of any one** of the parents for **ECNR** (Emigration Check Not Required) endorsement on a passport.
8. Affidavit (one, original and one self-attested photocopy), as per Specimen, by a legal guardian **only if parents are not legal guardians.**
9. Affidavit (one original and one self-attested photocopy), as per specimen, by two responsible persons who know the legal guardian as well as **minor.**
10. Affidavit (one original and one self-attested photocopy), as per specimen, **in the case of a single parent.**
11. Affidavit (one original and one self-attested photocopy), as per specimen, **in the case of parents who are separated but not formally divorced.**
12. A sworn affidavit (one original and one self-attested photocopy), duly **attested** by an Indian Mission/Pos*, **in the case of** parents **residing outside India.**

N.B. : Both parents are required to **affix** their **signatures** under the declaration in column 19. In the normal course the signature/consent of both parents may be taken for issue of a passport to the minor. However, If in case the applicant parent is not in a position to get the consent of the other parent, for whatever reason, the parent applying for the passport of the minor may sign the form and submit a sworn affidavit (as per the enclosed draft) stating the facts and circumstances of the case alongwith the application. The affidavit should also state that in Case of a court case he/she would be responsible and not the passport office. In such cases where only one parent applies, in case of any doubt the Passport Office may request for the physical presence of the child to ensure that the applicant parent has the actual custody of the child: '

Application for re-issue after 10 years

1. **Old passport** (in original) and two self-attested photocopies of the first four and last four pages.
2. **Proof of Address:** Two self-attested photocopies either of applicant's ration card or appointment letter of reputed companies on letter head or water tax or telephone bill or electricity bill or running bank account or Income Tax Assessment order or Election Commission ID Card.
3. If an applicant has not **continuously** stayed at the present **address** for the last one year, an additional set of **'Personal Particulars**

Form' for each place of residence **with** a photograph and two self-attested copies of supporting documents.

4. **Seven identical photographs** in black and white or colour-four pasted on the application in the boxes provided, two pasted on page 5 without signatures and one unsigned on the Passport Application Registration Form (PARF).
5. A **demand draft** (DD) payable to the Regional Passport Office or Passport Office concerned for an amount prescribed with full name of applicant and file number on the reverse of the D.D.
6. "No Objection Certificate" in original as per specimen with a self-attested photocopy **in the case of an applicant being a Government or Public Sector or Statutory body employee. This is not: required in re-issue case where status has not changed.**
7. Two self-attested photocopies of **any** one of the following supporting documents if an applicant is eligible for **ECNR** (Emigration Check Not Required) endorsement on a passport.
 - Persons going abroad in a managerial capacity in hotels/ restaurants, Tea-houses or other places of public resort etc. possessing specialised degree in these fields.
 - All gazetted government servants.
 - All income-tax payers (including agricultural income-tax payees) in their individual capacity. Proof of assessment to income-tax and actual payment of income-tax for last three years to be insisted upon, and not merely payment of advance tax. However, in most case, as an assessment order is not issued separately by the Income-tax department, income-tax return which is stamped by an Income-tax authority can be accepted.
 - All professional degree holders such as Doctors holding M.B.B.S., degree in ayurved or homeopathy, accredited journalists, engineers, chartered accountants, cost accountants, company secretaries, advocates, lecturers, teachers, scientists etc.
 - Spouses and dependant children upto the age of 24 years of category of persons listed above.
 - All persons who have been staying abroad for more than three years (the period of three years could be either at a stretch or broken), and spouses and children upto the age of 24 years of such persons. An affidavit to this effect is required to be submitted as per specimen.
 - Seamen who are in possession of CDC or sea cadets or deck cadets.
 - Who have passed the final examination of three years B.Sc.Nautical Sciences courses at T.S.Chanakya, Mumbai and

- Who have undergone three months pre-sea training at any of the government approved training institutes such as T.S.Chanakya, T.S.Rehman, T.S.Jawahar, MTI (SCI) and NIPM, Chennai, after production of identity cards issued by the Shipping master, Mumbai/Kolkatta/Chennai.
- All holders of diplomatic/official passports.
- Dependent children of parents whose passports are classified as ECMR. In the case of such children ECNR classification to be restricted until they attain 24 years of age.
- Persons holding permanent Immigration visa such as the visas of the UK, the USA and Australia.
- Persons holding graduate or higher degrees. (If final certificate is not available, provisional certificate plus mark sheet to be attached),
- Persons holding three years' diploma equivalent to a degree from recognised institutions like polytechnics
- Nurses possessing qualifications recognised under the Indian Nursing Council Act, 1947.
- All persons above the age of 60 years
- Persons possessing certificates of vocational training from Government/Government recognised institutions.

Note : No emigration clearance is required for visiting Bangladesh, Pakistan and all countries in Europe (excluding CIS states), North America, Australia, Japan and New Zealand.

8. Two self attested photocopies of husband's passport, if any, or an affidavit (original and one self-attested photocopy) from the husband and wife along with a joint photograph, as per specimen, **in the case of change of name due to marriage.**
9. Deed/Sworn affidavit (original and one self-attested photocopy), as per specimen, and a paper cutting (original and one self-attested photocopy) each of two leading daily newspapers where change of name has been publicised, **in the case of change of name due to other circumstances**
10. Deed/sworn affidavit (original and one self-attested photocopy), as per specimen, or divorce deed [original and one self-attested photocopy), duly authenticated by a court, **in the case of a divorcee or an applicant asking for deletion of spouse's name in the existing passport.**
11. Divorce deed or death certificate as the case may be in respect of first spouse or documents at Sl.No.10 above, **in the case of re-married applicants asking for a change of name/spouse's name in the existing passport.**
12. Two self-attested photocopies of the refund receipt **in the case of an applicant repatriated at government cost and he or she has since refunded the amount to the Government.**
13. Two self-attested photocopies of documents **in the case of an applicant who was deported to India.**

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SPECIMEN AFFIDAVIT TO BE SUBMITTED BY A PARENT WITH THE APPLICATION FOR A PASSPORT OF A MINOR CHILD WHERE THE CONSENT/SIGNATURE OF THE OTHER PARENT IS NOT AVAILABLE

1..... solemnly declare and affirm
(Name of parent applying for a passport)
as follows:

1. That I am the **mother/father** of who is a
(Name of Minor child)
minor child and on whose behalf I have made an application for his/her
passport.

2. Signature/consent of Mr./Ms who is
(Name of father/mother)
the **father/mother** of the child has not been obtained by me for the
following reasons.

3. That I am **taking** care of He/she is,
(Name of minor child)
In my custody.

4. I also ~~affirm~~ that in the case of a court case arising due to issue of
a passport to the minor child I would
(Name of minor child)
be solely responsible for defending the case and not the Passport
~~Issuing~~ Authority.

DATE

Signature & address of
Parent **applying** for a passport

SCHEDULE OF FEES PAYABLE IN RESPECT OF APPLICATIONS FOR PASSPORT AND TRAVEL DOCUMENTS.

Sr. No.	New Passport/Re-issue after 10 years validity	Scale of fees
1	Ordinary passport containing thirty-six pages With a maximum validity of ten years (no extra fee will be charged for renewals up to ten years if initial validity is less)	Rs.300/-
2	Ordinary passport containing sixty pages (Jumbo booklet) valid for ten years (no extra fees will be charged for renewals up to ten years if initial validity is less)	Rs.500/-
3	Ordinary passport containing thirty-six pages with a maximum validity of five years for minor children below the age of 15 years (no extra fees will be charged for renewals up to five years if initial validity is less)	Rs. 200/-

Fee to be paid through demand draft favouring the concerned Regional Passport Office/Passport Office payable on the place where the Passport Office concerned is located.

Printers of Passport Application forms

- (a) **M/s Jaina Book agency (Sales)**
C-5, Connaught Place, New Delhi-110 001
 Telephones (011) 3326728, 3715092
 Fax (011) 373 1117
 E-mail govtbook@vsnl.net.in
- (b) **M/s Goyal Printofast Private Limited**
 Regd. Office K-17, Connaught Circus, New Delhi-110 001
 Telephones (011) 332 6756
 Marketing Office : 2, Asia House, Kasturba Gandhi Marg,
 New Delhi-110 001.
 Telephone (011) 3389217, 3382342
 Fax (011) 3073220
 E-mail goyalprintofast@rediffmail.com